

Appointment Type: Non-Permanent

Working Time: Full Time

Reference Code: 00021018i

Opening Date: 03/08/2010

Closing Date: 03/10/2010

Office Assistant 3

\$2,190 - \$2,824 (Range 31) with Great Benefits!

Agency Information

The Department of Corrections is seeking highly motivated and qualified individuals for the position of Non-Permanent Office Assistant 3 located at McNeil Island Corrections Center in Steilacoom, Washington. This recruitment will fill (1) vacancy in the Records department.

Agency Profile:

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

The mission of DOC is to improve Public Safety.

DOC offers:

- > Hundreds of rewarding and exciting careers
- > Flexible schedules
- > Comprehensive compensation packages
- > Training and development opportunities
- > Tuition reimbursement
- > The fulfillment of public service

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Government, Community Relations & Regulatory Compliance Division, Administrative Services Division, Offender Treatment & Re-Entry Programs Division, and Health Services Department. The Department employs over 8,100 staff and has a biennial budget of approximately \$1.8 billion.

For additional information about the Department of Corrections, please visit www.doc.wa.gov.

Please note: In order to be considered for this position, you must complete the entire Application Wizard. For further details please refer to the "Application Process" section of this recruitment.

Duties

The Office Assistant 3 may be responsible for the following:

Orders, tracks and checks office supplies and equipment.

Establish and maintain complex electronic or manual file systems and database files.

Develop and distribute reports for internal and external customers.

Create and maintain all hard copy files.

Responsible for reports utilizing various programs on a personal computer.

Initiates supply and equipment requests,

Proof reads materials and composes or prepares correspondence.

Compiles information and research material of both routine and of a confidential nature

Qualifications

Desirable Qualifications

High School Education; two years clerical experience; basic computer skills.

In an emergency situation employees may be asked to stay for an extended period of time and perform duties appropriate to the situation. Must respect and maintain confidentiality.

Special Notes

Application Process:

In order to be considered for this position, you must complete the entire Application Wizard, however, completion of the Diversity Profile Questionnaire is optional. To ensure you complete the entire application, once in the Application Wizard, scroll to the right of the page and use the arrows to go to additional tabs. Remember to click on "Save" at the bottom of each tab to ensure your entries are saved. Be sure to also unlock your profile and keep your email address and other contact information current.

For further information about managing your application and profile, please refer to "Manage Your Job Applications and Profile" link from the www.careers.wa.gov website.

All Department of Corrections' employees are fingerprinted for a criminal history background check.

Employees work with offenders in a potentially hazardous setting. Please consider this when deciding whether to apply.

Tuberculosis is a priority health issue for Department of Corrections' employees. Periodic skin tests are required for all health care providers and those who transport known/suspected Tuberculosis patients. Testing is voluntary for all other employees. When positive tests result, further testing and treatment may also be required. Employment is not contingent upon test results.

Many positions in this classification are included in a Union Shop that requires employees to become members within thirty (30) days of employment.

All DOC facilities are smoke and/or tobacco free.

Other Information

Washington State Employees enjoy outstanding comprehensive benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; flexible work hours; training; and state retirement plans. For more information please visit: <http://www.doc.wa.gov/jobs/benefitssummary.asp>.

Department of Corrections Core Competencies for All Employees:

Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, and Ethics and Integrity. For more information on these Core Competencies, please contact (253) 512-6607.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment, please contact (253) 512-6607.

How to Apply

For job seekers who are not permanent state of Washington employees:

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.
3. Click on Apply Directly under the heading **My Job Search and Applications**.

4. In the reference code field, enter NB00021018* and click on Start Search.
5. Click on the link Office Assistant 3, Steilacoom, WA under the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter tab**.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

Help is available

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail Information@dop.wa.gov.